

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
MAY 19 – 23, 2014**

MONDAY, MAY 19, 2014

*8:30 am	Community Options Program Planning Committee	Board Rm B, Sophie Beaumont 111 N. Jefferson Street
*2:00 pm	Solid Waste Board	Port & Resource Recovery 2561 S. Broadway
*3:00 pm	Housing Authority – Annual Meeting	Room 604, City Hall 100 N. Jefferson Street

TUESDAY, MAY 20, 2014

*5:00 pm	Veterans Recognition Subcommittee	Room 201, Northern Building 305 E. Walnut Street
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WEDNESDAY, MAY 21, 2014

*8:00 am	Criminal Justice Coordinating Board (agenda to follow)	Room 250, Courthouse 100 S. Jefferson Street
*6:45 pm	Special Executive Committee	Room 207, City Hall 100 N. Jefferson Street
*7:00 pm	BOARD OF SUPERVISORS	Legislative Room 203 100 N. Jefferson Street

THURSDAY, MAY 22, 2014

(No Meetings)

FRIDAY, MAY 23, 2014

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE MEETING

Monday, May 19, 2014 – 8:30 a.m. - Sophie Beaumont Building - 111 North Jefferson Street,
Green Bay, Wisconsin – Board Room B

1. Meeting called to order
2. Roll call
3. Modification/approval of agenda
- * 4. Modification/approval of minutes of March 24, 2014
5. Updates
 - A. Family Care update
 - B. COP update
 - C. CIP update
6. **Closed session**--Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—
- * 7. CBRF variance requests (one requiring individual vote, two not requiring individual vote)
8. Any other business authorized by law

* Indicates materials are included in packet mailing

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

**- PUBLIC NOTICE -
BROWN COUNTY SOLID WASTE BOARD**

*** Monday, May 19th – 2:00 pm**

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – March 17, 2014 Meeting Minutes
5. Compactor at Recycling Transfer Station – *Request for Approval*
6. HHW DNR action - *Update*
7. Director's Report
8. Such other Matters as Authorized by Law
9. Adjourn

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
ANNUAL MEETING
Monday, May 19, 2014, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick–Chair, Ann Hartman–Vice Chair, Sup. Andy Nicholson, Corday Goddard, and Adam DeKeyser

APPROVAL OF MINUTES:

1. Approval of the minutes from the April 21, 2014, meeting of the Brown County Housing Authority.

ELECTION OF OFFICERS:

COMMUNICATIONS:

2. Letter from HUD dated April 29, 2014, of final SEMAP score for 2013
3. Letter from HAI Group from approximately May 9, 2014 regarding dividends received
4. Letter from HUD dated May 8, 2014 regarding Transition of Net Restricted Assets to HUD-held Program Reserves

REPORTS:

5. Report on Housing Choice Voucher Rental Assistance Program:5
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

None

NEW BUSINESS:

6. Discussion and follow up regarding potential supportive housing project.
7. Discussion and possible approval of Request for Proposals to Project Base Vouchers for rural housing
8. Approval to renew agreement with Catholic Charities for reimbursement of pre and post homeownership counseling for Housing Choice Voucher Homebuyers.
9. Authorization to apply for FFY 2014 Family Self Sufficiency Coordinator funding

10. Discussion and possible action to approve addendum to Integrated Community Solutions' 2014 budget

11. Approval of revisions to Chapter 10 (Moving with Continued Assistance and Portability) of Administrative Plan

INFORMATIONAL:

12. Update on VASH Project Based Voucher opportunity

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

13. Date of next meeting: To be discussed

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VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Sherry Steenbock, Vice Chair
Rosemary Desisles.
James Haskins, Ed Koslowski,
John Maino, Troy Ness, Delores
Pierce, Duane Pierce, Joe Witkowski

**Running Total of Veterans' Certificates: 1529

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, May 20, 2014

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of April 15, 2014.
5. Budget Status Financial Report through March 31, 2014.
6. Any new discussion regarding Veterans Appreciation Day at the Brown County Fair.
7. Discussion re: award certificate for Veterans Appreciation Day at the Brown County Fair.
8. Approval of Proclamation Marking August 16, 2014 as Korean War Veterans Day at Brown County Fair; send to Human Services Committee in June.
9. Report from CVSO Jerry Polus.
10. Comments from Carl Soderburg.
11. Comments from Tracy Rosinski.
12. Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock, & Witkowski).
13. Such Other Matters as Authorized by Law.
14. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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EXECUTIVE COMMITTEE

Thomas Lund, Chair
Bernie Erickson, Patrick Buckley, Patrick Evans,
Patrick Moynihan, Jr., John Vander Leest
Steve Fewell

SPECIAL
EXECUTIVE COMMITTEE
Wednesday, May 21, 2014
6:45 p.m.
Room 207, City Hall
100 North Jefferson Street

- I. Call meeting to order.
 - II. Approve/modify agenda.
-
1. Resolution Authorizing the Issuance and Sale of \$5,665,000 General Obligation Highway Bonds, Series 2014A.
 2. Such other matters as authorized by law.

Thomas Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats, notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, May 21, 2014 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

**** Presentation ****

Commendation Honoring Penny Greely

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of April 15, 2014.**
4. **Announcements of Supervisors.**
5. **Communications: (None)**
 - a) Late Communications.
6. **Appointments:**
County Executive:
 - a) Appointment of Chad Bianchi to the Library Board.
 - b) Re-appointment of Bill Clancy to Planning Commission.
 - c) Appointment of Ken Pabich to the Solid Waste Management Board.

7. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
8. **Other Reports:** (None)
9. **Standing Committee Reports:**
 - a) Report of Administration Committee of April 24, 2014.
 - b) Report of Education & Recreation Committee of May 1, 2014.
 - c) Report of Executive Committee of May 13, 2014.
 - i) Special (Draft) Executive Committee of May 21, 2014.
 - d) Report of Human Services Committee of April 30, 2014.
 - e) Report of Planning, Development & Transportation Committee of April 28, 2014.
 - i) Report of Land Conservation Subcommittee of April 28, 2014.
 - f) Report of Public Safety Committee of May 7, 2014.
10. **Resolutions & Ordinances:**
Budget Adjustments Requiring County Board Approval.
 - a) Resolution Approving Budget Adjustments to Various Department Budgets.
Administration Committee
 - b) Resolution to Establish the Brown County Community Area Network. Motion at Admin: To approve.
Administration Committee and Executive Committee
 - c) Resolution re: 2013 Budget Overdraft and Shortfall Appropriations. Motion to Admin: To approve and send to Executive Committee; Motion at Exec: To approve the respective shortfall appropriations as noted with a request to come back with an RFP for the Treasurer.
Education & Recreation Committee
 - d) Resolution to Approve a Consent to Easement for a Non-Exclusive State Trail Connector Easement between the Wisconsin Department of Natural Resources and the Village of Howard. Motion at Ed & Rec: To approve.
 - e) Resolution in Support of Collaborative Funding Assistance for the Suamico River Dredging. Motion at Ed & Rec: To approve the Resolution stating that Brown County is in support of collaborative funding assistance for the Suamico River Dredging Project with cost share from the Village of Suamico.
Human Services Committee and Executive Committee
 - f) Resolution re: Change in Table of Organization for the Human Services Department Social Worker/Case Manager. Motion at Hum Svc: To approve; Motion at Exec: To approve.
Executive Committee
 - g) Resolution re: Authority to Execute a 2014 Agreement with the Brown County Professional Public Health Sanitarians. Motion at Exec: To approve.
 - h) Resolution re: Authority to Execute a 2014 Agreement with the Brown County Electricians. Motion at Exec: To approve.
Special Executive Committee
 - i) Initial Resolution Authorizing the Issuance of Not to Exceed \$5,665,000 General Obligation Bonds of Brown County, Wisconsin in one or more series at one or more times. *Motion at Special Exec: Pending May 21, 2014 meeting.*
Planning, Development & Transportation Committee
 - j) Ordinance Creating Section 25.065 of Chapter 25 of the Brown County Code Entitled "Fuel Flowage Fee". Motion at PD&T: To approve.

- k) Resolution to Establish a Fuel Flowage Fee. Motion at PD&T: To approve.
- l) Resolution Accepting Ownership of Renard Island Causeway. Motion at PD&T: To approve.
- m) Ordinance Amending Schedule A of the Brown County Code Entitled "Speed Limits" on County Trunk Highway "EB", Village of Ashwaubenon. Motion at PD&T: To approve.
- n) Ordinance Amending Schedule A of the Brown County Code Entitled "Speed Limits" on County Trunk Highway "PP", Town of Ledgeview. Motion at PD&T: To approve.
- o) Ordinance Amending Schedule A of the Brown County Code Entitled "Speed Limits" on County Trunk Highway "M", Village of Suamico. Motion at PD&T: To approve.

Public Safety Committee and Executive Committee

- p) Resolution re: Change in Table of Organization for the Clerk of Courts Department. Motion at Public Safety: To approve; Motion at Exec: To approve.

Closed Session:

Executive Committee: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on number 11 and 12 below, as authorized pursuant to Wisconsin Statutes Section 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session.

- 11. Discussion and possible action on labor negotiations and bargaining with the Brown County Professional Sanitarians Contract.
- 12. Discussion and possible action on labor negotiations and bargaining with the Brown County Electricians Contract.

Reconvene into Open Session on the following:

- 11. Discussion and possible action on labor negotiations and bargaining with the Brown County Professional Sanitarians Contract.
- 12. Discussion and possible action on labor negotiations and bargaining with the Brown County Electricians Contract.
- 13. **Such other matters as authorized by law.**
- 14. **Bills over \$5,000 for period ending April 30, 2014.**
- 15. **Closing Roll Call.**
- 16. **Adjournment to Wednesday, June 18, 2014 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:



Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A special meeting was held on: Wednesday, May 14, 2014

Board Members Present: K. Gustman, B. Clancy, S. King



Board Members Excused: J. Mitchell

Also Present: B. Natelle, L. Palm

1. Call to Order – 10:00 a.m. – K. Gustman
2. Action Item: Teacher Contracts: B. Natelle presented the teacher contracts for the 2014-2015 school year. Mrs. Natelle presented a contract also for Jessica Meyer as a new teacher to fill a current vacancy for the 2014-15 school year. B. Clancy moved to approve the contracts as presented. S. King seconded the motion. Motion carried.
3. Action Item: Resignation to Retirement: B. Natelle read a letter from L. Hammer retiring from her position as bus aide/instructional aide effective June 6, 2014. S. King moved to accept the retirement of L. Hammer. B. Clancy seconded the motion. Motion carried.
4. Adjournment: B. Clancy moved to adjourn the meeting at 10:06 a.m. S. King seconded the motion. Motion carried.

MAY 2014




SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Ed and Rec 5:15 pm @ Zoo	2	3
4	5	6	7 Public Safety 5:30 pm @ Jail	8	9	10
11  <i>Mothers Day</i>	12 Executive Cmte 5:30 p.m.	13	14	15	16	17
18	19	20 Veterans Recognition Subcmte 5:00 pm	21 CJCB 8:00 am Spec Exec 6:45 pm Board of Supervisors 7:00 pm	22	23	24
25	26 Memorial Day <i>County Board Office Closed</i> 	27	28 Human Services 5:30 pm	29 Admin Cmte 5:00 pm	30	31



JUNE 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Land Con 5:30 pm PD&T To Follow @ Health Dept	3	4 Public Safety 11:00 am	5 Ed & Rec 5:30 pm @ Golf Course	6	7
8	9 Executive Cmte 5:30 p.m.	10	11	12	13	14
15  <i>Father's Day</i>	16	17 Veterans Recognition Subcmte 5:00 pm	18 Board of Supervisors 7:00 pm	19	20	21
22	23 Land Con 6:00 pm PD&T 6:30 pm	24	25 Human Services 5:30 pm	26 Admin Cmte 5:00 pm	27	28
29	30					

BROWN COUNTY COMMITTEE MINUTES

- Children With Disability Education Board Special Meeting (May 14, 2014)
- Housing Authority (April 21, 2014)
- Human Services Board (May 8, 2014)
- NWTC Board of Trustees (April 9, 2014)
- Planning Commission Board of Directors (April 2, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, April 21, 2014, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick–Chair (by teleconference), Ann Hartman–Vice Chair, Sup. Andy Nicholson, Corday Goddard, and Adam DeKeyser

OTHERS PRESENT: Robyn Hallet, Kim Flom, Stephanie Schmutzer, Charles Androsky, Patrick Leifker, Nicole Tiedt, Yvette Tice, Kylie Reynebeau, and Julie Melnarik

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 17, 2014, meeting of the Brown County Housing Authority.

A. Nicholson made a motion to approve the minutes of the February 17, 2014, meeting of the Brown County Housing Authority. C. Goddard seconded. Motion carried.

2. Approval of the minutes from the March 20, 2014 meeting of the Brown County Housing Authority.

A. Nicholson made a motion to approve the minutes of the March 20, 2014, meeting of the Brown County Housing Authority. A. DeKeyser seconded. Motion carried.

COMMUNICATIONS:

R. Hallet formally introduced Kim Flom as the Community Development and Planning Director for the City of Green Bay. K. Flom made introductions and gave a brief background.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications

P. Leifker reported that there were a total of 125 Preliminary Applications collected during the month of March.

- B. Unit Count

It was reported by P. Leifker that the Unit Count for the month of March 2014 was 2,915.

- C. Housing Assistance Payments Expenses

As reported by P. Leifker, Housing Assistance Payments Expenses for the month of March 2014 were \$1,144,124.

- D. Housing Quality Standard Inspection Compliance

P. Leifker reported on the Housing Quality Standard Inspection Compliance report. In the month of March 2014, there were 397 inspections conducted, 208 of which passed on first inspection. Upon re-evaluation, 72 passed inspection and 91 failed. There were 26 no-shows during this time.

A. Hartman inquired as to the definition of a “no-show.” P. Leifker explained that in these instances, despite attempts to call the client or landlord while onsite for the inspection, no one is available to permit them entrance. On these occasions the inspector leaves a note and it is the client’s responsibility to contact ICS to reschedule.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
Y. Tice reported that there were 278 port-out vouchers in the month of March 2014, with an associated HAP expense of \$217,806. ICS was under-budget by \$5,747. The Family Self-Sufficiency Program (FSS) was under-budget by \$948.

- F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

N. Tiedt reported that in the month of March 2014, there were 68 Family Self Sufficiency clients, 28 clients with escrow accounts, zero graduates, and two new contracts. There were 63 homeowners participating in the program.

- G. VASH Reports (active VASH, new VASH)

N. Tiedt explained that there were 20 VASH participants in the month of March 2014. During this time there were zero new contracts.

- H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that there were five new Langan Investigations assigned for the month of March 2014. Six previous investigations were closed and two were still active. There were 187 new applications sent for background checks, of which 186 were approved.

A. Nicholson inquired if there were any new investigations declined, or if the five sent over represented the total amount of new investigations.

P. Leifker clarified that the total number of investigations had been sent over to Langan.

- I. Background screening denial reports

P. Leifker reported on the reasons for denial of new applications. There was a variance in the reasons as given by Langan and ICS. The reason being Langan has access to broader investigatory resources. There were a total of six denials in the fourth quarter of 2013, and five denials in the first quarter of 2014.

- J. End of Participation reports

P. Leifker explained that this report had been requested at the previous meeting. A breakdown on the reasons for end of participation was presented. The two most frequent reasons include voluntary termination (42 percent for the first quarter of 2014) and violation of family obligations (32 percent for the first quarter of 2014). For the fourth quarter of 2013, these numbers were 35 percent and 33 percent, respectively. Other reasons include late annuals, failed HQS inspections, expired vouchers, increases in income, deceased, unreported household members, criminal activity and port outs absorbed.

A. Hartman inquired if tenants were given ample warning before termination due to a late annual. P. Leifker explained that this was correct; the annual review process starts three to four months in advance, so there is ample warning.

T. Diedrick inquired if there was information on participants in the program who were cut off due to unpaid utilities. P. Leifker explained that instance would be represented as a family obligations violation.

- K. Family breakdown reports

P. Leifker reported on the breakdown of active households on the program. The family breakdown reports indicated that most participants' head of household is elderly or disabled, at 52 percent for the fourth quarter of 2013, and 53 percent for the first quarter of 2014; and

households in which the heads are not elderly or disabled but does have earned income, which is at 40 percent for both quarters.

OLD BUSINESS:

4. Approval of revisions to Chapter 4 (Applications, Waiting List and Tenant Selection) of Administrative Plan

P. Leifker explained that several changes had been made to Chapter 4 of the Administrative Plan. The changes had been made in an effort to streamline and simplify the process. The current plan states that mail will be forwarded to the new address of applicants who have moved while on the waiting list. ICS is now seeking approval for this wording to be removed from the plan.

C. Goddard inquired if applicants are notified of the need to report changes of address. P. Leifker stated that on every letter the applicants receive there is notification that they must notify ICS of any changes to their living situation i.e. household composition, disability status, etc. Forms are available in the ICS lobby and website.

C. Goddard made a motion to approve the revisions to Chapter 4 of the Administrative Plan. A. Nicholson seconded. Motioned carried.

NEW BUSINESS:

5. Approval of Chapter 8 (Housing Quality Standards) of Administrative Plan.

P. Leifker reported that this was another proposal to a change to the current Administrative Plan. The proposal is to require carbon monoxide detectors in all units, which would ensure compliance with Wisconsin state law. ICS had HUD and received pre-approval for this change.

A. DeKeyser made a motion to approve the changes to the Chapter 8 Administrative Plan. C. Goddard seconded. Motion carried.

6. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program, effective July 2014

It was explained by P. Leifker that the Utility Allowances were an annual calculation that are computed and made effective every July. ICS verifies the sources of utilities to analyze the average utility usage. Changes are proposed based on this data. He explained the changes this year are minimal.

A. Hartman inquired if the unusually harsh winter had affected the previous year's utility costs. P. Leifker responded that this was correct. The data indicated that oil costs had gone up considerably over the last year. Over the same period, electrical costs were down across the board.

A. Nicholson made a motion to approve the proposed Utility Allowance for the Housing Choice Voucher Program. C. Goddard seconded. Motion carried.

7. Discussion and possible approval to develop and release a Request for Proposals to Project Base Vouchers for rural housing and/or supportive housing opportunities

R. Hallet explained that this item had been placed on the agenda primarily because of two separate opportunities which made Project Based Vouchers desirable to different entities. The first was in regard to an owner of an apartment complex known as Senior Home in Pulaski, WI, who had previously had Project Based Vouchers with the Authority. According to the best information available, these units were originally Project Based in the year 2000. Due to incomplete information in the file, the exact term of the contract is unknown, but best available data indicates the Contract for this property has expired. According to HUD, the owner must therefore reapply if they would like to continue to project base the units. This necessitates another Request for Proposals.

R. Hallet the explained the details of the second opportunity: She had been contacted by a developer who wished to create permanent supportive housing in the City of Green Bay, specifically directed toward the homeless and those at risk for homelessness. The housing would include on-

site services, primarily for mental-health care. The developer expects between 24 and 40 units, which would help the community alleviate the problem of homelessness. The developer is seeking Wisconsin Housing and Economic Development Authority (WHEDA) tax credits. Having a commitment for Project Based Vouchers would increase the likelihood of being awarded the tax credits. Taken together, these two issues provide a good cause to put out a Request for Proposals.

A. Hartman inquired how many vouchers would be used at the Senior Home in Pulaski. R. Hallet replied that they previously had 14, although they may now be interested downsizing to 8 or 10.

C. Goddard asked if Project Based Vouchers meant that tenants would be able to afford rent based on a particular site. R. Hallet clarified that the difference between a PBV and a Tenant Based Voucher. The Tenant Based Voucher stays with the tenant as they move from one place to another and a Project Based Vouchers typically stay with the project. R. Hallet suggested that in the Request for Proposal, there could be indications specifically for rural housing and/or supportive housing opportunities.

A. Nicholson inquired about the definitions of the words "and/or supportive."

R. Hallet clarified that supportive housing would have supportive services integrated into the programming directly on site, specifically mental health. Her suggestion to make the RFP available for either or both rural housing and supportive housing was to streamline two potential RFPs into one.

A. Nicholson asked if the developer strictly wanted to place the project within the City of Green Bay.

R. Hallet responded that the developer believes that this type of project would best serve clients by being constructed in Green Bay where additional services are readily available.

A. Nicholson inquired as to the identity of the developer.

R. Hallet stated that the developer is Ted Matkom from Gorman and Company.

A. Nicholson asked if a site had been chosen for the project.

R. Hallet stated that a site had not yet been chosen.

C. Goddard inquired if the Authority would have some type of role in the project's programming besides supporting outreach.

R. Hallet indicated that the Authority would not be involved in the day-to-day management or provision of supportive services.

A. Nicholson inquired if the Authority had a choice between the two opportunities, or if they were a bundled package.

R. Hallet stated that the Authority could set it up any way desired. Both of the entities are serving different parts of the population; one is serving a rural area and one is serving people who need supportive housing. Her suggestion was to allow applicants to put in a bid based on preference between the two.

A. DeKeyser asked about the number of units in the supportive housing project.

R. Hallet reported that the developer had indicated between 24 and 40 units.

C. Goddard inquired if that number was also the number of Project Based Vouchers he would need.

R. Hallet replied that this was correct, it was her belief that he would want that many. There is a regulation that caps Project Based Units in a building at 25 percent, but there are exceptions when onsite supportive services are provided. The exact number of Project Based Vouchers the developer would request is not yet known.

C. Goddard asked how the agreement would be enforced once the developer is awarded the desired tax credits.

R. Hallet clarified that at the time of his application to WHEDA, the developer would only need confirmation from the Authority that it is willing to do the Project Based Vouchers and if the tax credits are awarded and the project progresses, a written agreement would be signed. This would take place before construction of the building.

C. Goddard inquired if the written agreement would coincide with how long the tax credits remained in place.

R. Hallet stated that there would be a time limit, but she was not familiar with how the timing coincided with the tax credit.

T. Diedrick stated that the idea of rural housing is attractive because the deconcentration has been a longstanding goal of the Authority.

R. Hallet expressed agreement and pointed out that Gorman and Company had not yet presented a building site for the project, but has indicated that the project would not be desirable outside of Green Bay.

A. Nicholson inquired if the developer was from the area.

R. Hallet replied that she knew he is Wisconsin-based, but he is not currently based in Green Bay.

A. Nicholson asked what would happen in a scenario where the developer received 40 units and only had enough Project Based Vouchers for 24. How would the remaining 16 be handled?

R. Hallet clarified that the remaining 16 units would be at market rate.

A. Nicholson asked how the voucher system worked with market rate units and if there were there any examples in the city that this arrangement could be compared to?

A. DeKeyser stated that the Flats on the Fox, an apartment complex by the corner of Main and Washington, have a similar arrangement. R. Hallet confirmed.

A. Nicholson inquired if the Flats had mental services on-site.

A. DeKeyser clarified that no, it does not.

A. Nicholson asked if there were any buildings that were directly comparable to the proposed project.

R. Hallet stated that the properties from which the tenants of the Port Plaza Towers had been relocated to are comparable; but, they are all project-based and none are at market rate.

A. Nicholson inquired where the developer was basing his information from.

R. Hallet stated that she was unaware of any particular data that he was basing the proposed project on, or if he was just aware of the discussions in the community about homelessness.

A. Nicholson stated that he would like to know if there was any data that the proposed project was based on and inquired if the developer was aware of what HOPE was attempting to do.

R. Hallet stated that she had not discussed HOPE with him.

T. Diedrick inquired as to the nature of the supportive services offered at the proposed project.

R. Hallet stated that the developer had indicated that the supportive services would be of the nature of mental health counseling, alcohol and other drug abuse counseling, job readiness and other similar services.

C. Goddard stated that the Authority could craft the RFP based on its preferences, and the developer could choose to submit a proposal or not.

R. Hallet inquired if the Authority would like her to move forward with publishing an RFP.

A. Hartman asked if given a situation in which some units are project based and some were at market rate, would all tenants have access to the support services?

R. Hallet stated that she would think so.

A. Nicholson and A. Hartman both expressed concerns that perhaps all tenants would not have access to the support services.

K. Flom inquired if the Authority wanted more information on the proposed project.

A. Nicholson stated that he agreed with the rural area project, but there was currently not enough information on the supportive housing project. Combining the project based units and fair market units are an item of concern, because there are no examples to look at. He expressed doubt that the City of Green Bay is in need of a project of this nature.

T. Diedrick agreed that more information was needed before the Authority could make a decision.

R. Hallet inquired if she should ask the developer to attend the next meeting. She could create an RFP for the rural housing project and hold off on the supportive housing project, depending on the Authority's decision.

A. DeKeyser inquired if there was a deadline on the RFP for the rural housing project.

R. Hallet stated that the project was not time-sensitive.

A Hartman asked how long a Project Based Voucher contract typically lasts.

R. Hallet stated that it could be created or up to 15 years.

A. Hartman stated her agreement with the rural senior housing, but she would like more information on the second project.

A. Nicholson made a motion to create an RFP for the rural housing opportunity. C. Goddard seconded. Motion carried.

R. Hallet inquired if she should ask Mr. Matkom to come back to a future meeting.

C. Goddard stated that the main question was if there was really a need for supportive housing in the community and they need to understand this first.

A. Hartman agreed, inquiring why he thinks we need this.

T. Diedrick stated that he would like to see some market research that indicates it is necessary.

R. Hallet stated that the Authority's questions would be best served by having the developer answer them directly.

T. Diedrick stated his agreement that asking the developer questions about the proposed project would be informative.

R. Hallet stated that she assumed the developer is aware of the homelessness issue that Green Bay is dealing with and that he is proposing a project with a high point-value with the tax credit system, which supportive housing would earn high points. She was not aware why the developer had chosen Green Bay over other cities. One explanation could be the upheaval of homelessness that the City had been dealing with.

A. Hartman clarified that the RFP for rural housing passed, and the project based supportive housing was still awaiting a decision.

A. Nicholson asked if the developer of the project based supportive housing could submit more information on the proposed project.

A. Nicholson made a motion to send the project based supportive housing project back to staff until further information is gathered. A. DeKeyser seconded. Motion carried.

8. Discussion and possible action regarding VASH Project Based Voucher opportunity

R. Hallet explained the VASH (Veterans Affairs Supportive Housing) opportunity. In February HUD released an opportunity for housing authorities to apply for VASH project based vouchers. The VASH vouchers used in Brown County to this point had not been project based; the tenants could use them anywhere. The BCHA now could use this opportunity with Cardinal Capital's upcoming Veterans Manor Green Bay. It was her judgment that the Veterans Manor Green Bay was a good fit for the VASH project based voucher opportunity. As with all VASH vouchers, it required that the veterans serviced are not subject to a background screening. Accepting VASH vouchers meant that veterans with any drug or violent crime activity must be allowed onto the program. This may be an issue for Cardinal Capital. Before addressing this opportunity with Cardinal Capital, R. Hallet was seeking the Authority's approval to apply for the VASH vouchers. The VASH voucher system is specifically designed for chronically homeless veterans. Statistical data indicated that there were 18 chronic homeless veterans identified in Brown County in 2013. This is an indication of a need for VASH vouchers. R. Hallet's initial recommendation was to apply for 10-15 VASH vouchers, as this would serve the majority of the 18 chronically homeless veterans.

A. Nicholson inquired if the VASH vouchers strictly served veterans and where the veterans would be staying.

R. Hallet replied that this was correct and that she intended to apply for these vouchers specifically for us at Cardinal Capital's Veterans Manor facility.

A. Hartman inquired when construction on the facility would be completed.

R. Hallet stated that Cardinal Capital planned on closing on the property in July and starting construction immediately thereafter. They anticipate completion in summer 2015.

A. Nicholson asked where the location of the facility will be.

R. Hallet stated that it will be near where the old mental health facility on St. Anthony Drive.

A. Hartman inquired if it would be located near the new VA clinic. R. Hallet replied that this was correct.

C. Goddard stated that acceptance of VASH funding disallowed background checks. However, if tenants behave poorly, can they be removed from the program?

R. Hallet replied that this was correct.

N. Tiedt also explained that tenants who violate rules can be terminated from the program.

R. Hallet stated that with the VASH vouchers, veterans work closely with a VA case manager.

A. Hartman asked if the Authority moved to apply for VASH vouchers, would the vouchers wait to go into effect until the building is constructed.

R. Hallet replied that this was correct. That support was needed from the Veterans Administration, for which she was awaiting response.

A. Nicholson made a motion to approve the action regarding VASH Project Based Voucher opportunity. C. Goddard seconded. Motion carried.

INFORMATIONAL:

9. Update on Fraud recovery efforts

R. Hallet reported on the funds recovered from the Tax Refund Interception Program (TRIP). She stated that the Authority had recovered a total of \$38,000 so far for the year 2014. A number of delinquent accounts had been paid off completely.

T. Diedrick voiced his approval of this process as a fraud-recovery tool.

BILLS:

S. Schmutzer reported on bills for the month of March, 2014.

R. Hallet inquired about a payment of \$809. S. Schmutzer clarified that that particular payment was due to a tax interception that had to be returned to the former client because her debt to the BCHA had previously been discharged through bankruptcy. Per HUD regulation, housing authorities cannot collect on fraud payments if they were discharged in bankruptcy.

A. DeKeyser made a motion to accept and place on file. C. Goddard seconded. Motion carried.

FINANCIAL REPORT:

S. Schmutzer reported on the financials for the month of March, 2014. She explained that HUD will soon start taking back PHA-held reserves. They are also saying that checks will have to be cut for these amounts, so the Authority may see a check for this in the near future, but the amount is yet unknown. On a positive note, the BCHA had received a proration covering 99.7 percent of HAP expenses.

A. Hartman inquired if S. Schmutzer could estimate how much funding HUD would take back.

S. Schmutzer replied that it could be between \$750,000 and \$1,000,000, but she explained HUD has been over and under paying us in varying amounts lately, so at this point, she doesn't know what HUD is going to do.

Y. Tice clarified that HUD runs a quarter behind and we may have requested money from our HUD-held reserves, but they don't take that into consideration when they do the calculations for the next quarter.

A. Nicholson made a motion to accept the March 2014 financials. C. Goddard seconded. Motion carried.

STAFF REPORT:

R. Hallet reported that C. Androsky would be pursuing other opportunities and would be exiting his role as Housing Intern. R. Hallet thanked him for his contributions to the BCHA.

A. Nicholson made a motion to adjourn. C. Goddard seconded. Motion carried.

Meeting adjourned at 4:02.

ca:rah:jd

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, May 8, 2014 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Vice Chair Paula Landrie
Susan Hyland, Helen Smits, Paula Landrie, Bill Clancy, John Van Dyck, Craig Huxford, JoAnn Grashberger

Excused: Chairman Tom Lund, Carole Andrews

Also

Present: Jeremy Kral, Executive Director
Nancy Fennema, Director of Community Programs
Tim Schmitt, Finance Manager
Jim Hermans, Child Protection/Juvenile Justice Manager
Lori Weaver, Long Term Care Manager
Ian Agar, Behavioral Health Manager
Dani Young, Project Manager
Mark Johnson, Social Services/Rehab Manager
Scott Shackelford, Social Worker Supervisor-Juvenile Justice
Kevin Brennan, Social Worker Supervisor-Child Protection
Tony Schmidt, Social Worker Supervisor-Long Term Care
Barbara Viste-Johnson, Behavioral Health Supervisor

1. Call Meeting to Order:

The meeting was called to order by Vice Chair Paula Landrie at 5:15 pm.

2. Approve/Modify Agenda:

GRASCHBERGER/HUXFORD moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of April 10, 2014 Human Services Board Meeting:

VAN DYCK/CLANCY moved to approve the minutes dated April 10, 2014.
The motion was passed unanimously.

4. Public Hearing 2015 Budget

The Public Hearing was open and no members of the public participated or offered comments. There is no testimony documented.

HYLAND/HUXFORD moved to close the public hearing.
The motion was passed unanimously.

5. Executive Director's Report

Executive Director Jeremy Kral presented and handed a written report to the board (attached).

- Q: Citizen Board Member Laundrie asked if we still plan to have a relationship with the Lakeland Care District.
- A: Kral stated that stated that N.E.W. Family Care district plan to jointly propose with the Lakeland Care District and clarified that the district board is composed of representatives from counties but is independent.
- Q: County Board Member Clancy asked how the transition will be handled for our staff (whether or not they automatically get jobs with the MCO).
- A: Kral stated that in all likelihood, whichever managed care organization gets chosen by the state will seek to hire the most qualified, capable staff they can which will give our current personnel who choose to pursue opportunities a strong chance. Family Care organizations with which Kral is familiar are typically light on clerical and support staffing, and preliminary conversations have begun about opportunities and resources available to support personnel in the weeks and months before transitioning officially.
- Q: Citizen Board Member Hyland asked if we knew the number of staff that will be affected by Family Care rollout.
- A: Kral stated there will be 48 social worker positions affected in Long Term Care along with two supervisors and a manager. Associated clerical positions are also likely to be affected. The total will be approximately 60 individuals who will be affected.
- Q: County Board Member Van Dyck asked how the budget will be changed post Family Care.
- A: Schmitt stated that the total budget for Community Programs is around \$95 million and we have about \$50 million in the Long Term Care area.
- Q: Citizen Board Member Huxford asked if Brown County could respond to the RFP as a provider for Family Care.
- A: Kral stated there is no single county acting as an MCO and that is partly due to the fidelity of the model. Brown County has indicated that it wishes to be involved through participation in the N.E.W. Family Care district.
- Q: Citizen Board Member Smits asked if Rolf Hanson has a role in the transition.
- A: Kral stated that his understanding is yes and that Rolf is still the CEO of the N.E.W. Family Care District. He is unsure of what Rolf's position will be when N.E.W. Family Care & Lakeland Care Districts combine if their proposal is selected by the state.
- Q: County Board Member Van Dyck asked if there will be another layer of board supervision for the MCO/district in addition to the Human Services Committee and Human Services Board.
- A: Kral stated that the MCO would have their own board and be its own entity, separate from the county. This decision was made by virtue of forming the district. The county will no longer provide long term care services; funding in Family Care flows from the state and federal government through the MCO to service providers. The county has a responsibility to pay a portion of current long term care levy to the state in the Family Care model. This is established in Chapter 46. The department has some contingency funding set aside to help with costs of the transition.
- Q: County Board Member Van Dyck asked how much of the county services via chargebacks will be affected from the transition.
- A: Schmitt stated that Community Programs and the CTC each pay a portion for the central services costs (i.e. Facilities, Payroll, IT, etc.) but he is unsure of the dollar

value. County Board Member Van Dyck asked if Tim could bring that dollar amount to the next meeting. Kral noted that the effects on funding for centralized service departments is a valid question and respectfully requested that the department have time to work on projections and bring them forward in the executive budget this fall. County Board Member Van Dyck agreed this would be appropriate.

Q: County Board Member Clancy asked if we will need to be paying a lot of money to the state.

A: Kral stated that our levy contribution for Long Term Care services will continually decrease for the first five years and will the plateau. In year five, we will contribute less than we do now. There will be levy reduction over time but the net effect for the first one to three years is likely to be an increase in local expenditures.

Q: Citizen Board Member Laundrie asked if Brown County is no longer providing long term care services, how do we know our residents are receiving top notch care.

A: Kral stated we will still be providing behavioral health and adult protective services so some clients will overlap. When an established MCO gets selected, they will have their own customer satisfaction surveys to ensure quality and the state will be responsible to monitor.

Q: County Board Member Clancy asked if the savings are going to be coming from cuts to the providers, is that going to be difficult for providers to exist due to not being able to afford to operate.

A: Kral stated that whichever MCO comes in will have the responsibility to manage their provider network. There is a grievance procedure for consumers, and providers have the opportunity to negotiate rates. There are 57 counties in Family Care and the MCOs that remain in operation today have at least several years of experience.

Citizen Board Member Huxford stated that several years ago, he tried to get his mother into the COP program and found it to be a difficult situation. Family Care is a huge step in terms reducing the wait times. It's working well in other areas and therefore, it should work well here. Kral stated the elimination of the wait list is a major advantage from the consumer perspective.

HUXFORD/GRASCHBERGER moved to receive and place on file.
Motion was carried unanimously.

6. Financial Report

Schmitt had submitted a written report with the board packet agenda.

HYLAND/SMITS moved to receive and place on file.
Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Q: Citizen Board Member Laundrie asked why we cannot bill private insurance for clients who go to our diversion facility.

A: Kral stated most private insurance companies do not cover CBRF services. If clients who are in diversion receive professional services, those might be billable.

Vice Chair Laundrie wished to publicly thank Jim Hermans, Child Protection/Juvenile Justice Manager for his years of service to Brown County and the community.

Next Meeting: Thursday, June 12, 2014
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:

VAN DYCK/HYLAND moved to adjourn; motion passed unanimously. Vice Chair Laundrie adjourned the meeting at 5:43 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

Brown County Human Services

Executive Director's Report to the Human Services Board

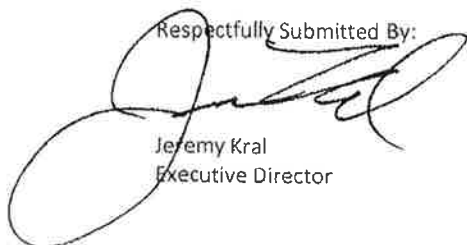
May 8, 2014

Members of the Board:

Over the past couple of years, the Department has reported to you many times that there have been no formal developments regarding Family Care expansion in northeast Wisconsin. Governor Walker did announce the state's intention to expand the program into our area. There is much work to be done prior to expansion of Family Care becoming reality in Brown County and our region. There also remain many unknowns. At this moment, Brown County's date of expansion is not settled. The strongest possibility seems to be expansion in 2015 at some point during the year, but with the number and significance of unknowns a more specific date or guarantee of expansion in 2015 are not available.

The 13-15 biennial state budget created a statewide allocation for Wisconsin DHS to pay for the local share of services delivered through the Comprehensive Community Services (CCS) program, contingent on participating counties engaging in regional collaboration. There was a hearing of the Joint Finance committee on Tuesday, May 6 which resulted in the committee releasing funding for this project, which was the final statewide hurdle. Our consortium partners are Manitowoc, Winnebago, Outagamie, and Calumet counties. Our proposal has been submitted and a combination of negotiation and technical assistance has begun with state officials responsible for authorizing the proposal. We look forward to implementation of the changes in the summer of 2014, barring unforeseen setbacks.

Respectfully Submitted By:

A large, stylized handwritten signature in black ink, appearing to read 'Jeremy Kral', is written over the printed name and title.

Jeremy Kral
Executive Director

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Wednesday, April 9, 2014
12:20 p.m.

NWTC-Green Bay Campus -- District Board Room
2740 West Mason Street, Green Bay, Wisconsin 54303

Chairperson Villarruel called the April 9, 2014 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

PRESENT: Laurie Davidson, Phyllis Habeck, Carla Hedtke, Ying LaCourt, David Mayer, Jeff Rickaby, Kim Shanock, Ben Villarruel

EXCUSED: Gerald Worrick

Also Present: Jim Blumreich, Jill Champeau, Chris Dahlke, Pamela Gerstner, Linda Hartford, Anne Kamps, Vickie Lock, Sally Martin, Anna Moen, Pamela Phillips, Megan Popkey, Jeff Rafn, Joe Richter, Jennifer Ross, Sandy Ryzkowski, Myke Schmit, Jan Scoville, Dan Seidl, Randy Smith, Karen Smits, Dean Stewart, Lori Suddick, Heidi Thomas, Kay Tupala, Gina Van Egeren, Mark Weber, Michelle Wiberg

Recess adjourned early and meeting continued starting at 12:20 p.m.

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment.

Jeff Rafn spent the last few days at an American Association of Community Colleges (AACC) conference in Washington D.C. because NWTC was a finalist for the Award of Excellence in the Student Success category. Five NWTC employees presented a program called "Rock On": Wes Johnson, Judy Roemer, Vicki Csida, Alana Eder, and Cindy Kothbauer. They did a great job and received many positive comments. Miami Dade College won the award, but even though NWTC did not take first place, Dr. Rafn appreciates how special NWTC and the people who work here are. Attitude and positivity of employees play an important role in helping our students and makes this a great institution.

Reports

Student Senate Update

Annelise Sieving, Student Senate President updated the Board as follows:

- *Send Suicide Packing* event was held on March 26.
- Awards Ceremony (for leadership roles and excellence) will be held on April 14 in the Commons.
- Spring graduation will be held on May 9 at the Resch Center.
- A NWTC international student went to Washington D.C. for a day of meetings with fellow Tunisian exchange students and was surprised when he found himself at the White House, chatting with President Obama & Tunisian Prime Minister Mehdi Jomaa. The student was participating in the Thomas Jefferson Scholarship Program, an educational exchange that allows Tunisian students to spend one year studying in

the U.S. The program is designed to give students the chance to explore U.S. culture, communities and higher education, ultimately helping build the Tunisian workforce and economy.

- Jennifer Ross, the new District Ambassador for 2014 was introduced at this time. Jennifer is a student in the Supply Chain Management Program. She will be going to Madison next week to meet other students and share experiences. She is a veteran and thanked NWTC on behalf of all veterans for the Veterans' Lounge and services that are offered. She also took part in a *Patriot Smiles* project which involved gathering letters and care packages from area schools to send overseas.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of March 1-30, 2014 \$2,996,851.22

Detailed copies of the current disbursements for fiscal year 2014 for the month of March were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.

Laurie Davidson moved that Board approval be given for the March 2014 bills as presented.

Motion seconded by David Mayer.

Motion carried, with all voting "Aye" on roll call

Budget Modifications

Board Exhibit 1 was a copy of the fund statements of proposed fund and function modifications to the FY 2014 budget, prepared in accordance with Wisconsin State Statute 65.90(5) and the Uniform Financial Fund Accounting System Manual of the Wisconsin Technical College System Board.

Carla Hedtke moved that the Board approve the proposed fund and function modifications contained in the fund statements and that such modifications be summarized and published per State Statute 65.90(5) as a Class I legal notice within ten days of Board approval and both exhibits be forwarded to the State Board.

Motion seconded by David Mayer.

Motion carried, with all voting "Aye" on roll call

Resolution Awarding the Sale of \$3,750,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on January 15, 2014, the Board authorized the borrowing of \$580,000 and on March 12, 2014, the Board authorized the borrowing of \$3,170,000 for FY 2014 capital budget needs (\$1,670,000 for moveable equipment; \$580,000 for purchase of a building; \$1,500,000 for building improvement) A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$3,750,000, and specifying the amount of the tax heretofore levied, was prepared by Bond Counsel and was attached as Board Exhibit 2. PMA Financial Network, Inc. solicited competitive bids for the issue and presented bid tabulation and the winning bid for the sale of the notes at the meeting on April 9, 2014.

Carla Hedtke moved that the Board adopt the resolution authorizing the sale of \$3,750,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Phyllis Habeck.

- Michele Wiberg presented the sale summary to the Board. Seven bidders submitted 26 bids with the auction extended one time.
- The sale of the bonds was awarded to BOSC, Inc. at an interest rate of .7898%
- Moody's rating for NWTC equals Aa1.

Motion carried, with Phyllis Habeck, Carla Hedtke, Kim Shanock, Ben Villarruel, Ying LaCourt, Jeff Rickaby, and David Mayer all voting "Aye" on roll call. Laurie Davidson "abstained" to avoid the appearance of a conflict of interest.

Notice of Non-Renewal

Ying LaCourt moved that the Board approve the Notice of Non-Renewal as discussed in Executive Session.

Motion seconded by Carla Hedtke

Motion carried, with Phyllis Habeck, Carla Hedtke, Kim Shanock, Ben Villarruel, Ying LaCourt, Jeff Rickaby, and Laurie Davidson all voting "Aye" on roll call. David Mayer "abstained" as he was not present at the Executive Session.

International Travel Request

A request was received for a brief international trip Aberdeen, Scotland to engage our study abroad partners at Robert Gordon University.

The College would like to continue to cultivate its relationship with Robert Gordon University through a visit to its campus mid-May 2014. International Student Recruiter, Beau James, will be visiting the region for an academic conference making it a convenient opportunity to connect with an international partner university. Through its RGU-partnership, NWTC has created a transfer opportunity for Hospitality and Tourism program students. This allows NWTC graduates to obtain a Bachelor's Degree in Tourism or Hospitality Management in only one year following completion of an Associate's Degree. Visiting the site will give NWTC staff a better understanding of the RGU community and resources and help us promote the University to prospective students. The costs are for one person to travel to Aberdeen during a three-day period, at an estimated cost of \$490 for transportation, room and board. Fund for this trip will come from the International Programs budget.

David Mayer moved that the Board approve the international travel request of Beau James.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on roll call.

Consent Items (Voice Vote)

Minutes

The minutes of the March 12, 2014 Board meeting were sent to Board members prior to the April Board meeting. It was recommended that Board approval be given for the March 12, 2014 Board meeting minutes as presented.

Faculty- Resignation

With regret, the College accepted the following resignation notice:

Peter Past, Energy Systems Instructor/Coordinator, who has been with the College since September 30, 2013, has announced his resignation effective March 2014.

It was recommended that the Board accept the resignation as noted above.

Faculty- Retirements

With regret, the College accepts the following retirement notices:

- A. Cynthia Nieminski, Pathways Academic Success Instructor, who has been with the College since August 29, 2002 has announced her retirement effective May 2014.
- B. Robert Weekes, Mechanical Design Instructor, who has been with the College since August 21, 1985, has announced his retirement effective December 2014.

It was recommended that the Board accept the retirements of Cynthia Nieminski and Robert Weekes.

Faculty Contracts

A listing of the instructional staff covered by the continuing contract provisions of State Statute 118.22 and subject to renewal was attached as Board Exhibit 3.

It was recommended that the Board approve issuing faculty contracts in accordance with the terms and conditions shown on the exhibit.

Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2014 contracts pending Board approval was attached as Board Exhibit 4.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (33.48% for on-campus and 27.27% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 4.

David Mayer moved that the Board approve the consent agenda items as follows: the March 12, 2014 Board meeting minutes; the Peter Past, Energy Systems Instructor/Coordinator, effective March 2014; the retirement notices of Cynthia Nieminski and Robert Weekes; the issuance of faculty contracts in accordance with the terms and conditions shown on the board exhibit; and the contracts for services identified in Board Exhibit 4.

Motion seconded by Kim Shanock.

Motion carried, with all voting "Aye" on roll call.

Reports

FY 2015 Budget

The President, VP of Learning and CFO will present the FY 2015 budget to the Board at this time. Board Exhibit 5 included the FY 2015 fund balance, revenues and expenditures. The Board may take action on approving the FY 2015 Budget as presented/modified for the purpose of holding a Budget Public Hearing.

Jeff Rickaby moved that the Board approve the FY 2015 operational and capital budgets for the purpose of conducting a Budget Public Hearing to be held on May 14, 2014 at 4:00 p.m. in the NWTC District Board Room.

- Phyllis Habeck asked how the priorities of the College were established. Lori Suddick explained how they tie to the College's 2018 Strategic Directions.
- Carla Hedtke inquired about the FTE outlook for FY15. Jeff Rafn indicated that the FTE budget projection is conservative and more in line with where we expect to end in FY14.
- NWTC was awarded \$2.5 million in grants for FY15. Looking ahead to FY16, we need to think about sustainability because grant money is not guaranteed. Some funds were set aside by reducing the vacancy factor and budgeting one-time expenses for FY15. This budget positions us well for the future, while still making significant investments in various initiatives.
- Jim Blumreich provided updates on the Student Housing and EVOC track projects.

Motion seconded by Ben Villarruel.

Motion carried, with all voting "Aye" on roll call.

President's Report

Enrollment Activity -- Enrollments started yesterday for the summer and fall terms.

Legislative Issues (state & federal) -- The Legislature approved a Joint Legislative Council Special Committee on the review of WTCS funding and governance, thereby ending local control and funding. Governor Walker indicated that this is not currently on his agenda. The WTCS has an advocacy plan in place that the lobbyists are currently working on.

Current Events --

- Will begin discussions with staff about salary raises. In the past employee raises were essentially across-the-board. Beginning in FY15, a 2% pool (approximately \$1M) will be potentially allocated two ways:
 - \$100,000 (10%): performance rewards to top 10% of employees who demonstrate outstanding performance
 - \$900,000 (90%): individual salary increases based on placement within salary range (below mid-point = 2% raise, at mid-point = 1% raise, above mid-point = 0.5% lump sum payment).

- Faculty raises will be based on certain criteria and levels outlined in the Faculty Compensation Structure.
- Governor Walker signed a bill which provides \$35M to Workforce Development to eliminate waiting lists at technical colleges. Funds need to be spent by June 2015 and proposals must be submitted by Friday, April 11. NWTC intends to submit a proposal for \$1.5 to \$1.6M.

Other Business

Carla Hedtke announced that she is running for Boards' Association Officer—Secretary/Treasurer.

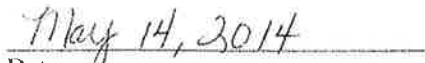
Adjournment

Carla Hedtke moved that the April 9, 2014 Board meeting be adjourned (1:48 p.m.)

Motion seconded by Kim Shanock.

Motion carried, with all voting "Aye" on voice vote.


Phyllis J. Habeck, Board Secretary


Date

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, April 2, 2014
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	John Klasen	<u>X</u>
James Botz	<u>Abs</u>	Michael Malcheski	<u>X</u>
Paul Brewer	<u>Abs</u>	Ken Pabich	<u>Exc</u>
William Clancy	<u>X</u>	Scott Puyleart	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Dan Robinson	<u>X</u>
Ron DeGrand	<u>X</u>	Ray Tauscher	<u>X</u>
Bernie Erickson	<u>X</u>	Mark Tumpach	<u>X</u>
Steve Gander	<u>X</u>	Steve VandenAvond	<u>X</u>
Steve Grenier	<u>X</u>	Jason Ward	<u>X</u>
Colleen Harris	<u>X</u>	Dave Wiese	<u>X</u>
Phil Hilgenberg	<u>X</u>	Reed Woodward	<u>X</u>
Dotty Juengst	<u>Exc</u>	VACANT (Holland and Morrison)	<u> </u>

OTHERS PRESENT: Lisa J. Conard, Chuck Lamine, and Peter Schleinz.

1. Approval of the minutes of the March 5, 2014, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by J. Klasen, seconded by S. Grenier, to approve the minutes of the March 5, 2014, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. **Public Hearing:** *Major Amendment #3 to the 2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area.*

N. Dantine turned the public hearing over to L. Conard.

L. Conard opened the public hearing for *Major Amendment #3 to the 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.*

L. Conard noted that because the amendment is considered major amendment, a 15-day public review and comment period and a public hearing are required. Two projects are being proposed to be included in the *2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* at the request of WisDOT.

L. Conard provided an overview of the projects.

Project Sponsor	Project Description	Federal	State	Local	Total
Door-Tran Inc.	Mobility Manager Position and Transportation Program With use of Federal 5310 funds, the Mobility Manager position will assist individuals with disabilities living in Door County identify and access transportation services. The transportation program provides service to qualifying Door County residents.				
	Mobility Manager Position (1.5):	\$82,894	\$0	\$20,721	\$103,615
	Program Operations:	\$21,637	\$0	\$24,759	\$ 46,396
	158-14-505 Total:	\$104,531	\$0	\$45,480	\$150,011
Forward Service Corporation	Mobility Manager Position and Transportation Program With use of Federal 5316 and State WETAP funds, the Mobility Manager position will assist individuals to access transportation services relating to employment. The transportation program provides service to qualifying Brown County residents.				
	Mobility Manager Position:	\$29,725	\$0	\$10,484	\$40,209
	Program Operations:	\$69,017	\$29,428	\$39,589	\$138,034
	158-14-506 Total:	\$98,742	\$29,428	\$50,073	\$178,243

L. Conard asked three times if anyone wished to speak. Hearing no requests to speak, the public hearing was closed. L. Conard informed the commission that the requirements for public participation have been fulfilled and that staff would be requesting action on the amendment at a future BCPC meeting.

B. Erickson questioned the Mobility Manager line items, noting they are compensated at different rates, with the Door County Mobility Managers being much higher. B. Erickson also asked if they do the same thing.

L. Conard noted that both provide mobility management functions, however, they have different target populations, operate different transportation programs, and use different Federal funding sources. In Door County, seniors and individuals with disabilities benefit

from the program. An individual may qualify for a half-fare taxi voucher or a ride with a volunteer driver. Section 5310 funds are used.

In Brown County, the focus is on connecting low-income individuals with jobs, as transportation is often a barrier. The Mobility Manager is located in the Wisconsin Job Center on Cherry Street. Services include distribution of subsidized bus passes, no-interest vehicle loans, and van pools. Section 5316 funds are used.

L. Conard noted that the Door County Mobility Manager line item could include other expenses such as rent. L. Conard stated she would contact the Mobility Manager in Door County and request the budget detail. (L. Conard subsequently contacted the Mobility Manager to obtain a copy of the budget. Upon review, the line item in question does include rent and office related expenses. The line item also includes an in-kind rate for volunteer drivers which can be used as "local" match. Therefore, the line item covers much more than the staff salaries.)

P. Blindauer asked if they rely on different bidding contracts.

L. Conard stated that each entity contracts with different organizations for transportation services. The Mobility Managers are employees of the private non-profit.

D. Robinson asked when the project began in Brown County and about the source of the local share.

L. Conard stated the Forward Service Corporation (FSC) identified a need for this service and began operating the program in 2009. L. Conard explained that the "local" share for the program does not include local tax dollars but private donations made to the FSC.

D. Robinson asked for clarification regarding the future action regarding the amendment.

L. Conard stated that upon the conclusion of the public participation effort, the BCPC Board of Directors will decide if they will amend the current TIP to include the projects.

D. Robinson asked about the funding level of the Brown County project.

L. Conard indicated that the funding has remained consistent. L. Conard noted that the funding source for the program, Federal Section 5316, was eliminated in the most recent transportation law, MAP-21. However, WisDOT determined it will use carryover Section 5316 to fund the program in 2014. In addition, the state's partner program, Wisconsin Employment Transportation Assistance Program (WETAP), is also contributing to the program in 2014.

L. Conard noted that funding for 2015 has not been identified. However, MAP-21 expires in September and it is not known what the new transportation law will hold for work-related transportation programs.

L. Conard stated prior to 2014, MPO staff encouraged FSC to apply for funds under the STP-U program, traditionally a roadway construction/reconstruction program. FSC did, but unfortunately, the project was not funded (projects applied for was greater than the funding available).

D. Robinson stated he would like to see this program continue. Can we play a role to encourage other organizations to step up to fund the program?

C. Lamine stated that this could be a discussion item for the Transportation Coordination Committee (TCC) of Brown County.

D. Robinson asked if staff could report back to the BCPC Board of Directors in June.

Planning staff stated that the next meeting of the TCC is scheduled for June 9, but it is possible to move the meeting up in the calendar to accommodate the June 4 BCPC Board of Directors meeting.

3. Overview of the Transportation Alternatives Program (TAP).

L. Conard presented an overview of TAP via PowerPoint.

L. Conard noted that the Federal transportation law, Moving Ahead for Progress in the 21st Century Act (MAP-21), created the Transportation Alternatives Program (TAP). With certain exceptions, projects that previously met eligibility criteria for the former Safe Routes to School Program (SRTS), Transportation Enhancements (TE), and Bicycle & Pedestrian Facilities Program (BFPF) are eligible TAP projects. MAP-21 requires WisDOT to sub-allocate TAP funding to Transportation Management Areas (TMAs), that is, areas with a population of 200,000 or more for project selection by the Metropolitan Planning Organization. In short, the Green Bay MPO gets its own pot of money. Projects located outside of TMAs must compete against each other for the balance of state-wide funds.

L. Conard reviewed the funding opportunity:

TAP funds for the State of Wisconsin

Year 1 \$7,951,800

Year 2 \$8,049,300

Total: \$16,001,100

TAP funds for the Green Bay MPO

Year 1 \$304,815

Year 2 \$304,815

Total: \$609,630

L. Conard reviewed the funding guidelines which allow for projects to be funded up to 80% with TAP funds. The balance is considered the local match. Limits include:

1. Infrastructure construction and/or design – Minimum \$300,000
2. Infrastructure real estate – Minimum \$100,000
3. Non-Infrastructure – Minimum \$50,000

L. Conard provided an overview of the state and local TAP process:

- WisDOT announces TAP funding opportunity on November 11, 2013.
- MPO staff reaches out to entities/communities encouraging the submittal of Pre-Scoping project application(s).
- MPO area Pre-Scoping applications are received at the WisDOT NE Region Office on December 13, 2013.

- By February 28, 2014, WisDOT staff determines eligibility and invites qualified applicants to complete a Second Round application due March 28, 2014.
- **MPO staff briefs Policy Board of TAP opportunity on April 2, 2014.**
- MPO Transportation Subcommittee (TS) reviews project applications in April 2014.
- MPO Policy Board considers TS recommendation and forwards decision to WisDOT by end of May 2014.
- Governor announces all project approvals in 2014.

L. Conard stated the TAP predecessor programs (since the early 1990s) have resulted in 23 Green Bay MPO projects with an investment of approximately \$7,200,000. L. Conard provided the commission with a summary of such projects.

It is anticipated that the BCPC Board of Directors (MPO Policy Board) will consider the following project at its May meeting:

1. Webster Elementary Safe Routes to School – Village of Allouez

D. Wiese stated the TMA is scheduled to receive over \$600,000 in the next two years. The lone project is requesting \$332,000. What happens to the balance?

L. Conard stated that MPO staff has contacted WisDOT staff regarding this issue. It is not yet clear if the MPO will be able to assign the funds in the future. WisDOT has stated they will solicit for projects again in 2015.

P. Blindauer asked if there were any pre-scoping applications that did not make the second round.

L. Conard stated that there was one additional pre-scoping application that was received. It was initially determined by WisDOT (Northeast Region) staff that the project was eligible and could advance to the second round. However, WisDOT (Madison) staff later determined the project to be ineligible. However, WisDOT allowed the applicant the opportunity to resubmit a pre-scoping application. The local community decided that it would not do so at this time.

S. VandenAvond (president of the Village of Allouez and project applicant) noted that the residents in the Webster Elementary School area may not be in favor of the project. S. VandenAvond requested that MPO staff attend a meeting of the village board to explain the Village's Safe Routes to School Plan.

B. Erickson questioned the \$415,000 project cost.

S. VandenAvond affirmed the cost.

C. Lamine stated that if the BCPC Board of Directors was opposed to the construction of sidewalks to create a safe route for children to travel between home and school that the county would need to consider a re-write of its comprehensive plan.

B. Erickson asked if people would lose a portion of their yards if sidewalks were constructed.

L. Conard noted that the village was not requesting any funding for right-of-way acquisition.

S. VandenAvond confirmed that the project would occur in existing right-of-way.

B. Erickson noted that the residents may not want to shovel the sidewalk.

D. Robinson asked for the reasons residents may be opposed to the project.

S. VandenAvond expressed that it may be due to assessments (cost of project passed onto adjacent landowners).

N. Dantine noted that the commission will not vote on the project tonight, but will debate the merits of the project at the next meeting.

L. Conard stated the BCPC Board of Directors will have the responsibility of recommending approval or not recommending approval of the project. The Village of Allouez can withdraw the application at any time.

L. Conard stated that she anticipates receiving a full copy of the second round application any day and will forward a copy to BCPC commissioners as part of the May 7 meeting packet. L. Conard stated that the application is designed to be brief and, therefore, has invited the project applicant to the meeting to answer any questions the board may have.

4. Brown County Sewage Plan update.

P. Schleinzi announced the recent release of new population projections from the Wisconsin Department of Administration (DOA). The new DOA projections will be used to calculate available sewer service acreage for area towns and villages not completely within the sewer service area. Results of the analysis will be shared with the planning commission at a future meeting.

P. Schleinzi stated he has received draft sewer service area maps from all but two communities and encouraged them to submit the maps as soon as possible so that the process may continue and a final plan developed.

5. Summary of 2013 Annual Report for the Wisconsin Department of Natural Resources related to Brown County Municipal Storm Water System (MS4) Permit.

P. Schleinzi stated that in 2006, Brown County was required to submit a Municipal Separate Storm Water System (MS4) Permit to the Wisconsin Department of Natural Resources (WDNR). The permit relates to developed areas within urbanized areas of Brown County, as designated by the Census of 2000. The permit was a requirement of the Clean Water Act for all municipalities and counties with an urbanized area that had areas with no previous storm water management requirements. For the State of Wisconsin, the regulations were delegated from the Environmental Protection Agency (EPA) to the WDNR, via NR 216.

The primary areas affected by the permit in Brown County are county highways. Also affected is county property located within the urbanized area.

P. Schleinzi stated he was notified in the last few days that the discharge rates calculated in 2008 and 2010 by Mead and Hunt, the consultant hired by the Brown County Public Works Department at the time, were incorrect. Discussion was planned with the Brown

County Public Works Department and then the WDNR to determine if this is a modeling error.

Discussion occurred regarding the impact of the error.

J. Klasen stated that the town (of Lawrence) spends \$250,000 on storm water management efforts and expressed concerns that the bar may be raised resulting in increased costs.

S. Grenier agreed, stating that the WDNR could be looking at the amount of salt (applied to roads) that enters waterways. S. Grenier stated the city has invested \$182,000 in a sweeper and it is not uncommon to have \$1,000,000 invested in a storm water management pond.

P. Hilgenberg has noticed the high cost of storm water management fees on commercial properties.

P. Schleinz recommended the commission receive and place on file the subject Annual Report Executive Summary.

P. Schleinz will continue to report to the commission as information becomes available.

A motion was made by D. Weise, seconded by R. Tauscher, to receive and place on file the Annual Report Executive Summary. Motion carried.

6. Director's report.

C. Lamine reported that the individual who accepted the Planner I position and was scheduled to begin April 15 has withdrawn. The second-leading candidate was offered the job but declined as well. Both had received "better offers" with other organizations. One accepted a position with a government agency and the other with a private consulting firm. The Human Resource Department will re-advertise the position. C. Lamine stated that Brown County is currently in the process of preparing a class and comp study, which may help with the recruitment process.

C. Lamine also reported that the Brown County Surveyor retired after 24 years of service. To date, Human Resources has received only eight applications with five candidates being a registered land surveyor.

C. Lamine stated that he is working on alternatives as it relates to the reorganization of the planning commission composition and will be presenting them at a future meeting.

C. Lamine stated that County Executive Streckenbach would like to assure financial security for the airport. As part of this effort, staff has been exploring the creation of an industrial park on county-owned non-aeronautical land. The land cannot be sold but can be leased which will generate revenue for the county.

C. Lamine noted that WHEDA has issued a second round of housing vouchers for the veterans housing complex. Ground is set to break later in the second or third quarter. Home Depot has donated \$300,000 to the project.

7. Brown County Planning Commission staff updates on work activities during the month of March 2014.

A motion was made by B. Erickson, seconded by J. Ward, to receive and place on file the staff updates. Motion carried.

8. Other matters.

B. Erickson stated that Home Depot offers a 10% discount to veterans with a veteran's identification card (please contact Home Depot for qualifications; limits apply).

9. Adjourn.

A motion was made by S. Grenier, seconded by R. DeGrand, to adjourn. Motion carried.

The meeting ended at 7:48 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
April 2, 2014**

March 2014 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Continued to research and analyze background materials for the Brown County Research and Business Park.
- Conducted staff meetings.
- Met with staff from the Village of Ashwaubenon and Airport to discuss business district zoning potential on Airport non-aeronautical property.
- Attended the March meeting of the Airport Development Committee.
- Coordinated with legal counsel regarding a collection action associated with delinquent Brown County Economic Development Revolving Loan Fund loans to MetJet, Inc. and Raven Manufacturing. Litigation resulted in a pathway forward for the collection of funds owed by MetJet.
- Attended the March meeting with WisDOT and Federal Highway Administration staff regarding the southern bridge and arterial Environmental Impact Statement and Interstate Access Justification Report.
- Coordinated and attended the March Brown County Planning Commission Board of Directors meeting.
- Met with the Corporation Counsel, Brown County Golf Course Manager, and Planning and Land Services staff regarding securing an access easement to the Golf Course property.
- Attended the March meeting of the Green Bay/Brown County Professional Football Stadium District Board.
- Attended the County Executive's Public Works Cabinet meeting.
- Attended the Village of Ashwaubenon TIF Review Board meeting as the Brown County representative.
- Attended the County Executive's State of the County Address.
- Attended the Brown County Executive Committee meeting regarding a request to fill the soon to be vacant Survey Coordinator position.
- Attended the March Advance Municipal Issues meeting.
- Researched 30 years of records and responded to an open records request regarding the status of the Brown County Economic Development Revolving Loan Fund and Wisconsin Community Development Block Grant-Economic Development grant loans.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Continued to work on the 2010-2012 Green Bay Metropolitan Area Intersection Crash Study. Work on the study included analyzing crash data at intersections with relatively high crash rates and continuing to develop the draft study document.
- Prepared answers to questions from WisDOT, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) concerning the MPO's 2014 Certification Review. The answers to these questions will be submitted to WisDOT, FHWA, and FTA prior to the review in June.

- Continued to work with WisDOT, FHWA, and the consulting firm hired to complete a traffic analysis for the US 41 Interstate Access Justification Report (IAJR) to determine what has to be done to finish the analysis under FHWA's new methodology guidelines.
- Chaired a meeting of the Brown County Transportation Coordinating Committee (TCC). Also sent meeting follow-up information to the TCC members.
- Met with Green Bay Metro administrative staff and the County Senior Transportation Planner to discuss developing a paratransit user survey.
- Researched issues associated with maintaining access across abandoned railroad lines and presented my findings to the Brown County Corporation Counsel and representatives of the Brown County Golf Course and Planning and Land Services Department.
- Answered questions about the Transportation Alternatives Program from representatives of Allouez and Green Bay.
- Addressed the Green Bay Urbanized Area's future functional classification system with a representative of WisDOT's Northeast Region Office.
- Reviewed and commented on the draft of Major Amendment #3 to the 2014-2018 Transportation Improvement Program (TIP).
- Developed the agenda for a BCPC Transportation Subcommittee meeting.
- Addressed the computer software needs of the new Transportation/GIS Planner with the Brown County Technology Services Department.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Completed the updates to the land use GIS layer for the Brown County Comprehensive Plan update.
- Began the Natural Resources Chapter of the Brown County Comprehensive Plan update.
- Prepared informational materials on the Brown County Research and Business Park for the County Executive.
- Worked with the Planner I – Housing and Assistant Corporation Counsel to finalize the county cooperative agreements for the CDBG-Housing program.
- Completed the semi-annual labor standards report for the regional CDBG-Housing program.
- Completed one environmental review for the regional CDBG-Housing program.
- Coordinated with Brown County Purchasing to award a contract for Title Letter Report Services required for the regional CDBG-Housing program.
- Reviewed lead-based paint rehabilitation requirements with the Wisconsin Department of Administration for the CDBG-Housing program.
- Prepared and submitted quarterly report materials to the Wisconsin Department of Administration for the regional CDBG-Housing program.
- Updated the land use for the Town of Rockland Comprehensive Plan update.
- Coordinated with the Town of Rockland regarding their comprehensive plan update process.
- Completed the draft Issues and Opportunity Chapter and background component of the Land Use Chapter for the Town of Rockland Comprehensive Plan update.
- Attended and presented at the Town of Rockland Planning Commission meeting on the evening of March 27.
- Attended the County Board of Supervisors meeting on March 19 for a budget adjustment to the Brown County Housing Revolving Loan Fund program.
- Prepared a map of southwestern Wrightstown at the request of the Village Administrator.
- Prepared a map of Wrightstown to document road closures during STH 96 reconstruction.
- Met with the contracted Village of Pulaski economic development consultant to review TIF plan and map requirements.

- Provided the Village of Pulaski economic development consultant with copies of the environmental reviews performed in Pulaski as part of the EPA Brownfield Grant.
- Completed a quarterly report for the Wisconsin Coastal Management Program grant and submitted a reimbursement request.
- Assisted 45 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls during March.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 7 new certified survey maps (CSMs). Completed review of 11 CSMs. Signed and filed 7 CSMs.
- Completed the recording of a cemetery plat for a surveyor after approval from the Brown County Board was obtained.
- Began review of one new preliminary plat. Completed review of one preliminary plat. Began review of one final plat. Completed review of one final plat. Signed and filed one subdivision plat.
- Completed review and certification of one plat for the City of Green Bay.
- Responded to one private and three public Water Quality Letter requests.
- Review of smaller environmentally sensitive area (ESA) and sewer service area (SSA) related issues and inquiries to develop solutions for smaller projects.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Guest lectured an environmental planning course at UWGB on March 13. The topic related to ESAs in Wisconsin and Brown County, how ESAs are enforced, and conflicts among county, state, and federal agencies when requirements are not exactly the same as well as how the conflicts are resolved so a property owner can better understand what requirement to follow.
- Continued the development of an update to the Suamico Comprehensive Plan. The Utilities and Community Facilities Chapter was revised to demonstrate a comprehensive future sewer service area. The Intergovernmental Cooperation Chapter was completed. Work began on the Future Land Use Map with the village advisory committee.
- Continued preparation of the 2013 MS4 Permit Annual Report, due by March 31, 2014. The MS4 permit requirements will be changing soon. Attended a meeting session in Neenah with staff from Department of Public Works (DPW). Began working with DPW staff to re-educate staff about the importance and requirements of the permit. Knowledge was lost due to a large turnover in DPW staff recently. Submitted comments regarding the proposed permit changes together with fellow members of Northeast Wisconsin Stormwater Consortium. Due to the significant amount of time needed to prepare the annual report, the majority of work completed in March related to the MS4.
- Continued the development of an update to the Brown County Sewage Plan. Began formalizing the layout of the plan for ease of reading.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Senior Transportation Planner:

- Completed *Draft Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan*. Submitted document to FHWA, FTA, and WisDOT for review.
- Prepared written responses to questions for the upcoming *2014 Certification Review for the Green Bay Metropolitan Planning Organization (MPO)* in the areas of Transit Planning, Title VI/Non-discrimination, TIP Development and Project Selection, and Financial Planning.
- Finalized and submitted to FHWA, FTA, and WisDOT *Major Amendment #2 to the 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Prepared Fiscal Constraint Demonstration.
- Received request from WisDOT to incorporate two projects into the TIP via amendment.
 - Coordinated with WisDOT staff on project detail.
 - Prepared legal notice.
 - Scheduled 15-day public review period and public hearing.
 - Wrote *Draft Major Amendment #3 to the 2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area* document.
 - Prepared and mailed information postcard to interested parties.
 - Submitted draft to the Transportation Subcommittee, FHWA, FTA, and WisDOT for comment.
- Continued preparations for the upcoming Transportation Alternatives Program (TAP) project solicitation and approval process. Continued to work with WisDOT staff and project applicants to bring applications in line with WisDOT acceptance standards.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Participated in the Brown County Transportation Coordinating Committee on March 12. Recorded and wrote minutes. Subsequently prepared and disseminated information at the request of members of the public attending the meeting.
- Participated in the Green Bay Transit Commission meeting on March 19. Presented the *2014 Green Bay Metro Annual Route Review and Analysis Report*.
- Participated in the Brown County Planning Commission Board of Directors meeting on March 5. Presented *Draft Amendment #2 to the 2014-2018 TIP* and Proposed Technical Advisory Committee (TAC) for the *2045 MPO Long-Range Transportation Plan*. Recorded and wrote minutes.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Continued preparing for the 2014 aerial flight and assisting municipalities with “buy-ups” options.
- Continued to assist with the land records system upgrade project where needed.
- Completed update of the Parks GIS layer, updated web site.
- Coordinated update of symbol codes used on our address database.
- Assisted the Public Safety Department with ArcGIS software updates.
- Assisted Land Conservation with a purchase of a Spatial Analyst software license.
- Continued quality assessment of address data in the county.
- Assisted with changes to zoning maps.
- Completed map of County-owned lands for the County Executive.
- Coordinated the printing of more plat books.
- Continued with data updates and quality control procedures.

- Produced report on average home sale prices for the Town of Ledgeview.
- Coordinated the intern's various projects.
- Coordinated various GIS projects with the Land Conservation Department.
- Continued to assist the County Surveyor with the survey indexing project.
- Provided updated street and address information to the Sheriff's Department for update into their Records Management System.
- Began researching potential replacement software for the online web mapping.
- Provided GIS data and other services to JT Engineering, Mead & Hunt Engineering, AECOM, Robert E. Lee & Associates, CBRE Inc., Immel Construction, KP Environmental, SMI Manitowoc, Van Horn & Van Horn LLC, Soletski Surveying LLC, Vierbicher Associates, Scott Williams Appraisal Co., Appraisal Consultants LLC, East Central Wisconsin RPC, Clark University, American Society Floodplain Managers, geoAMPS, M&M Mapping Co. and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Completed the following work for the Bus Stop Accessibility Study:
 - Continued visual surveying of bus stops to gather data to be used in future analysis.
 - Completed the visual survey of current bus stops.
 - Entered data from surveys into GIS.
 - Added additional attributes to the bus stop feature dataset for ADA accessibility.
 - Contacted Green Bay Metro for bus shelter locations to update in GIS data.
- Created five maps for the Title VI plan.
 - Gathered census data from the Applied Population Laboratory for age, income, and ethnicity mapping.
 - Census data was used to calculate total population numbers and to create percent of total population maps.
- Continued to update the street centerline database including addition of new roads and for updates to intersection locations.
- Addressing work included the following:
 - Corrected addressing discrepancy.
 - Created addressing contract for the Town of Glenmore.
 - Assigned addresses as requested.
- Participated in the regular staff meetings held on the first and fourth Thursday morning.
- Attended MPO staff meeting on March 3 to discuss TMA requirements.

The recent major planning activities of Jeremy Du Chateau, GIS Technician:

- Maintained web mapping application for the County's survey indexing project.
- Assisted Village of Suamico with parcel and transportation updates.
- Created address/election map for the Village of Hobart.
- Worked with Zoning division staff to assess mobile GIS application needs.
- Assisted District Attorney's Office with maps for criminal trial.
- Continued maintenance of County GIS addressing.
- Continued to develop and enhance the County's web mapping system.
- Continued to look to process improvements within the County GIS enterprise system.
- Assisted other people with miscellaneous service, plots, data, and training requests.

- Attended staff meetings as needed.

The recent major planning activities of Todd Mead, Planner I - Housing:

- Followed up with Brown County Revolving Loan Fund (RLF)-Housing program residency letters. Sent out second request letters along with phone call and personal visits to collect updated residency information.
- Went on three housing quality standards (HQS) inspections with Robert Williams from Housing Assistance Services (HAS) with Northeastern Wisconsin Community Development Block Grant (CDBG)-Housing Region clients on March 7.
- Attended staff meetings as needed.
- Reviewed and approved Denmark Danish Village final subordination request.
- Created a PowerPoint presentation for our CDBG-Housing program to use in marketing outreach meetings and events.
- Attended Brown County Lead Coalition's monthly meeting on March 11.
- Attended and spoke about our CDBG-Housing program at East Central and Northeast Wisconsin County Code Administrators meeting at Kelly Lake on March 13.
- Traveled to Manitowoc and Sheboygan Counties to meet with my CDBG-Housing program committee contacts to review their applications and prioritize them.
- Traveled to Marinette County to meet with my CDBG-Housing program committee contacts to review their applications and prioritize them.
- Traveled to Door County to give a PowerPoint presentation to Door County's Economic Development Corporation Workforce Housing Committee.
- Worked on Manitowoc, Marinette, and Sheboygan Counties CDBG-Housing program applicant files.
- Met with our Bay Title contact to discuss logistics of ordering title letter reports.
- Continued general outreach and marketing efforts for the CDBG-Housing program.
- Continued to work on and review CDBG-Housing program and Brown County RLF-Housing program client files.